

ACCOUNTS PAYABLE SPECIALIST

Hunt Electric is a national design build electrical contracting firm grounded in the simple, powerful concept of performing efficient, quality work. Our loyalty is to our clients and our communities in more than 40 states. We are continually seeking individuals who are passionate about the electrical design and construction industry who want to contribute to our company growth. If you are driven, love what you do and hold yourself to a standard of excellence, we want to hear from you!

ROLE AND RESPONSIBILITIES

The accounts payable specialist is responsible for the payment of goods and services purchased by the organization. This role also serves as an auditor, ensuring that invoices are accurate and that proper accounting procedures are followed for the purchasing and payment of goods and services.

- Enters vendor invoices into accounting system through use of company issued purchase orders and subcontracts on a timely basis with high degree of accuracy.
- Reconciles vendor statements to accounting system to verify all liabilities are properly recorded.
- Creates digital image files for all invoices and properly routes invoices through the accounting system to obtain appropriate approvals of purchases made.
- Works with vendor contacts and our purchasing department to identify and resolve any disputed invoices or errors in billing.
- Understands sales tax rules and regulations for multiple states and jurisdictions and properly records the company's liability for sales and use tax.
- Works both independently and as a member of the accounting and finance team to meet department reporting goals and deadlines.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENT

- High school diploma or equivalent required.
- Associate or vocational degree preferred.
- Two to four years' previous accounting or related experience.
- Ability to communicate professionally with internal and external customers both verbally and in written correspondence.
- Ability to follow up on pending issues.
- Ability to multiple tasks as well as meet deadlines and department goals while maintaining a proactive and positive attitude.
- Ability to work in a fast pace, high volume environment.
- Must be detail oriented.
- Proficiency in Microsoft Office Suite, especially Outlook and Excel.
- Expert 10 key by touch.

- Strong analytical skills.

PHYSICAL REQUIREMENTS

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, filing cabinets, photocopiers and fax machines.
- Employees are frequently required to sit, and occasionally required to kneel, reach, stoop, crouch or crawl.
- This position requires the ability to lift files, open file cabinets, and bend or stand as necessary.
- This position may occasionally lift up to 10 pounds.

BENEFITS

Hunt/ECSI offers a competitive total compensation and benefits package, which includes 100% employer paid health insurance, dental insurance, vision insurance, basic life insurance, paid vacation, sick and holiday time, 401(k) Profit Sharing Plan with an employer match and participation in the Employee Stock Ownership Plan.

Apply online today at www.huntelec.com or contact Megan Tragiai at (651) 643-6628!

Hunt Electric Corporation and ECSI are Affirmative Action, Equal Opportunity Employer:
M/W/Vets/Disabilities